775-358-6695	

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Scott Greene

EVENT NAME EVENT LOCATION	Art Paws McKinley Arts	& Cultural Center	TYPE OF EVENT  See FAQ for clarification of event types  Special Activity
Setup Date Event Start Date Daily Event Start Time Dismantle Date	7/12/15 7/12/15 10:00am 7/12/15	Setup Start Time   7:00am  Event End Date   5:00pm  Daily Event End Time   5:00pm  Dismantle End Time   7:00pm	Special Event - Parks Special Events - Street / Sidewalk Occupancy  EVENT WILL INCLUDE (check all that apply)  Amplified Sound/Multimedia Attachment A Required
Bring your K9 best frien	on the City of Reno's Website S d to Art Paws! Paw Painti and non-profit organizatio	ESCRIPTION  Decial Events Calendar – maximum of 275 characters)  Ing and pet psychic for the pups. Artist, crafters and ens. Silent auction, raffle prizes, live music and beer	Street/Sidewalk Occupancy  Attachment B Required  Alcohol Service  Attachment C Required  Vendors/Exhibitors  Attachment D Required
understand and agree to abide by understand that this application is Manager's designee. I agree to cowhich may pertain to the use of the further certify that I, on behalf or responsible for any cost and fees not limited to, Police, Fire, Public Indemnification of the City of indemnify, defend and hold harmidamage, injury, death and liability costs, attorneys' fees and costs of or the applicant's principals, agendoes not waive, and specifically response to the company of the coordinate of the	the rules and regulations governing made subject to the rules and regulations governing made subject to the rules and regulation, with all other requirements of the event venue and the conduct of the fithe Host Organization, am also authat may be incurred by or on behality works, Parks and Recreation, Busing Reno. By signing this application ess the City and its officers, agents a sof every kind, nature and description investigation) that arise directly or in the serves, all of its statutory and comments. INATOR'S SIGNATURE OORDINATOR'S NAME	Michelle McHardy	☐ Privileged Sales  Attachment E Required ☐ Event Set-Up  Attachment F Required ☐ Park Usage  Attachment G Required ☐ Food/Beverage Service  Contact Washoe County  Environmental Health Services (775) 328-2620
Permit must be on-site during	t authorize a Special Activity or I the event and must_be_shown, upo s License Department(s) or City I	Event. Application must be reviewed by all necessary departments prion to demand, to any member_of.the_City.of Reno Police, Fire, Public Wor. Manager's Office.	r to permit issuance.  ks,  Revised 07.05.12   Page 7 of 15

HOST ORGANIZATION	Animal Fanfare, Inc	EVENT COORDINATOR	Michelle McHardy		
MAILING ADDRESS	P.O.Box 8997	CITY/STATE/ZIP	Reno, NV 89507		
DAYTIME PHONE	775-722-9914 CELL	PHONE 775-722-9914	FAX 775-358-6695		
WEBSITE	ArtPawReno.com	EMAIL ADDRESS	michelle@ArtPawsReno.com		
ONSITE CONTACT	Michelle McHardy	CELL PHONE	775-722-9914		
PUBLIC CONTACT	Landess Witmer	DAYTIME PHONE	775-560-4242		
FEDERAL TAX ID	88-0382405	☐ HOST ORG	GANIZATION IS NON-PROFIT non-profit status must be included with application.		
ANTICIPATED ATTENDANCE: DAILY 6500 TOTAL 6500					
OPEN TO THE PUBLIC		***************************************			

	FOR CITY OF RENO OFFICE USE ONLY	<b>↓</b>
Application Processing Fee* 0-49 Vendors	\$103.00	
Application Processing Fee* 50+ Vendors	\$258.00	DATE ENTERED
Temporary Vendor Business License	\$ 15.00 x	FAX TO
Temporary Alcohol Permit, 1 Booth/Day	\$ 55.00 x	Fire
Temporary Alcohol Permit, Add'l Booth/Day	\$ 22.00 x	Zoning
Fire Inspection	\$111.00	Health
Additional Fire Permits	TBD Refer to "FD" Section	Complete Incomplete
City Service Fee	TBD Actual Cost of City Services	Reason Incomplete:
Late Fee	TBD Refer to Reno Municipal Code	•
*Application fees must be paid at the time the application is	submitted and are not refundable under any circumstances*	The state of the s
	TOTAL FEES	TATES AT CO
	TOTAL PAID	INTIALS

	DISPOSAL AND RECYCLING PLAN
Will	you be using existing, City-owned trash receptacles at your event?
	✓ Yes.
	Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the treeh recent along. City of the staff will not applied the staff will not applied the staff will not applied to the staff will not applied to the staff will not applied the s
	trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Park No.
	Describe refuse removal plan:
the	than during Special Event - Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages
cycl	ling at Special Events - Parks).
Meth	od and types of recyclable material collection:
	cans plastic bottles paper materials cardboard other
)escr	ibe recycling plan if event is not taking place in a City park:
Our (	event is at a City Park
Iow	will you promote recycling at your event?
Lable	ed Park recycling containers

# SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT A

## CITY OF RENO SOUND AMPLIFICATION/MULTIMEDIA PERMIT

- Amplified sound/multimedia is permitted at Special Events and Special Activities only with a Sound Amplification Permit.
- It is the policy of the City of Reno to allow amplified sound/multimedia between the hours of 8:00 a.m. and 10:00 p.m or after a park closing hour, whichever occurs first. The decibel range will be no louder than 75 decibels at the outermost boundaries of the event.
- Per Reno Municipal Code (RMC) Section 8.23.085: It shall be unlawful to use sound amplification devices or sound equipment in any parks and recreation facilities in excess of 50 decibels measured within 50 feet from the location of the sound amplification device or sound equipment, without first obtaining a permit in accordance with RMC section 8.23.075. Even with a permit, sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Violation of this section is a misdemeanor.
- The City of Reno encourages event organizers to ensure that amplified sound/multimedia content is family-friendly, particularly at outdoor events held on public property.

Event Name	Art Paws	Event Date 7/12/15	
Time Start	10 am	Time End 5pm	****
Type of Event	Special Park Eve	ent - Fundraiser	
Event Location	McKinley Arts &	Cultural Center	·
Type of Amplification or Multimedia	Voice/Speech DJ/Music/Karaoke	Live Music (Band) Other	

- By filing this permit I agree to take all steps reasonably necessary to resolve complaints about my use of amplified sound / multimedia and to ensure compliance with the provisions of the Ordinance.
- The applicant and this permit must be in the immediate area of the sound amplifying equipment during any testing or use.
- This permit does not grant permission to disturb the peace or violate RMC 8.12.020 or 8.23.085.
- This permit must be in the possession of the person operating the sound amplification/multimedia equipment and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

Signature of Applicant	
Approved by	

# SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT C

## SPECIAL ACTIVITY/EVENT ALCOHOL SERVICE PERMIT

Application Date:	01/05/2015 Event Date:	Truste of Events.	
Event Location(s):	McKinley Arts & Cultural Center	Gilver Peak Resto Liquor License Name/Nun	nber QCOLCA
AT COTTOT BYENDER	~ ~~~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~ ~~		1-12-1-2

### **ALCOHOL/VENUE SERVICE REQUIREMENTS**

- 1. Outdoor alcohol sales/service is limited to beer, wine and commercially premixed beverages only. On-site mixing of beverages containing hard liquor/spirits is prohibited at events held on City of Rono property.
- 2. For events held on City of Reno property, all alcoholic beverages will be served in plastic or paper containers that do not exceed 16 oz. Alcohol vendor must keep any glass containers that are used in their booth space and must recycle them properly at the end of the event.
- 3. For events held in downtown Reno, all alcoholic beverages will be served in custom plastic or paper containers that do not exceed 16 oz. and have the event logo and date imprinted on them. Wristbands must be issued after proof of age is checked.
- 4. Alcohol sales, consumption and possession will be restricted within a defined and designated Special Event or Activity Area. A sober responsible adult of at least 21 years of age will be assigned to each alcohol sales or distribution point. Security and/or Event Personnel are responsible for checking the identification of patrons to ensure alcoholic beverages are not sold or furnished to minors or grossly intoxicated person(s). Security personnel will be posted at the entrance(s) and exit(s) to the defined alcohol venue to control the activity as described above.
- 5. A method of defining the boundaries of the designated alcohol zone is required. The purpose of defining the alcohol zone is to restrict the possession and consumption of alcohol to a defined area for participants, vendors and the public. Alcohol zone boundaries can be established via the creation of "beer gardens" or other clearly defined event boundaries. Event alcohol boundaries may be delineated by the usage of fencing, steelcades, barricades, signage, or security personnel as approved by the committee. Posting of signage indicating "No Alcohol Beyond This Point" or similar wording is required.
- 6. Alcohol sales will cease one (1) hour prior to the scheduled daily end time of the event.
- 7. It is understood that it is a violation of this special event alcohol permit if minors are in possession of alcohol, sales of alcohol to minors occur, and/or gross intoxication of participants is permitted, and/or operations are conducted without proper licensing. The Police, Fire, Public Works, Parks and Recreation and Business License Departments, the City Manager and/or his designee may direct that all alcohol sales within the event be terminated for the remainder of the event or other corrective action be taken, as deemed necessary.
- 8. Any changes or additions to the conditions above will only be made in writing, and agreed to by both parties in advance of the event.
- 9. If applicant(s) fails to comply with all local laws, terms and conditions of this agreement, the City may terminate the alcohol sales/service and/or prohibit the event from being held.

Signature of Liquor License Holder

Date

-FOR POLICE DEPARTMENT USE	ONLY		
Wristbands Required		□ Voc	T No
Custom Cup Required		Yes Yes	∐ No □ No
Hand Stamp Required		Yes	No No
Required ID Check Performed at Alcohol Service Location		Yes	No No
Authorized Number of Alcohol Service Locations/Beer Gardens		1.00	F 148
Locations			
Signage Required		Yes	No
Type of Alcohol Zone Boundary Designation			
Event Closure Time Alcohol Sales Must S	top At		
Approval of this event will require that the promoter hire uniformed Security personal security agency. Volunteer staff can assist with overseeing the event.  This event requires uniformed Reno Police Officers, an estimate will be provided pr Events permit process.  No uniformed security required due to the size and nature of the event.  Minimum Uniformed Security Officers Required  Additional Comments:	·	pecial	☐ Yes ☐ Yes ☐ Yes
	RPD Review By:		

- This permit must be in the possession of the person coordinating the Special Activity or Event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

### IMPORTANT RULES/GUIDELINES

- Alcohol purchased inside a casino, bar, or liquor store may not be consumed outside.
- Alcohol vendors must apply wristbands to patron's wrist after confirming he/she is 21 years old or over.
- Alcohol vendors will serve alcohol in approved plastic cups only. No other container is acceptable.

# SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT D

## VENDOR AND EXHIBITOR INFORMATION

Please submit an initial vendor list with application.

A final list of vendors and exhibitors is due at least <u>fifteen (15) days prior</u> to the activity/event.

A <u>vendor</u> is any business, enterprise, trade, occupation, calling, profession, vocation, or activity engaged in, conducted or carried on by any person, his agent or employee for the purpose of direct or indirect gain, henefit or advantage within the city. This includes, but is not limited to the sale of goods, services, food and beverages or the disbursement of flyers, samples or other advertising materials.

As the Event/Activity Organizer, I understand it is my responsibility to:

- Collect and submit all State or other entity-required, taxes and fees.
- Ensure all vendors and exhibitors have a valid annual City of Reno business license, OR
- Pay for temporary licensing fees for unlicensed vendors and exhibitors.
- Ensure that all food and/or beverage vendors obtain and display special food vending permits from the Washoe County Health Department.\*

Event Name

**Art Paws** 

 $_{Event\ Date}\ \underline{7/1}2/15$ 

Number of Vendors/Exhibitors

50+

Use the following page (and additional pages if necessary) to indicate the vendors/exhibitors participating in your activity.

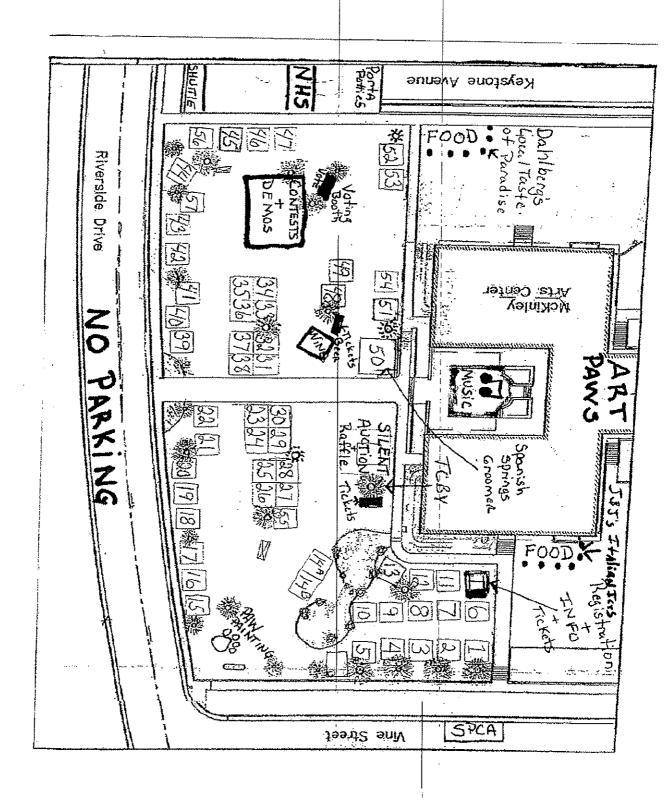
- Food and beverage vendors, vendors selling merchandise and all exhibitors who will be advertising need to be listed.
- Individual non-profit vendors/exhibitors that will be present also need to be listed; however, if proof of their non-profit status is included, then temporary vendor fees will not apply.

<sup>\*</sup>Note: Food permit applications can be obtained from the Washoe County Health Department, Environmental Services. More information on food vending permits may be obtained by calling 775.328.2620.

VENDOR/EXHIBITOR LIST
A final list of vendors and exhibitors is due at least <u>fifteen (15) days prior</u> to the activity.

<b>BUSINESS NAME</b>	ITEM(S) OR TYPE OF PRODUCT	BUSINESS	CITY OF RENO
	1 YPE OF PRODUCT	PHYSICAL ADDRESS	BUSINESS LICENSE #
<del></del>			
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775-358-6695



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### **Special Events Rental**



Date:

### City of Reno

Parks, Recreation and Community Services McKinley Arts & Culture Center 925 Riverside Drive

Reno, NV 89503

Phone: 775-657-4630 FAX: 775-334-2598

Printed: 03 Mar 2015, 01:54 PM

User: aguilar

Contract Number:

354844

12 Aug 2014

Reservation taken by:

aguilar

Status:

Tentative

City of Reno Recreation Division, hereby grants Pet Folio (hereinafter called the "Licensee") represented by Michelle McHardy, permission to use the Facilities and/or equipment as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

a) Purpose of Use

McKinley Building Rental

Art Paws

### b) Conditions of Use

Licensee MUST have this permit available the day of event and is responsible for reading and following all facility guidelines. Licensee is responsible for the set-up and clean-up of the facility.

Licensee is required to CLEAN UP area after use - Penalty fees will be assessed if areas are damaged or need cleaning. Children must be supervised at all times.

c) Date and Times of Use

Number of Bookings: 2

Expected Attendance: 5,000

Facility/Equipment	Day Start Date	Start Time End Date	End Time	Fee XF	ee Total
McKinley Arts & Culture Center - Auditorium/Stage	Sun 12 Jul 2015	07:00 AM 12 Jul 2015	07:00 PM \$6	300.00 \$0.0	0 \$600.00
McKinley Arts & Culture Center - Outside Grassy area	Sun 12 Jul 2015	07:00 AM 12 Jul 2015	07:00 PM \$3	300.00 \$833.0	0 \$1,133.00

### d) Additional Fees

Extra Fee - Bookings	Fee:
A&C - SE Application Fee 50+ Vendors	\$258.00
A&C - Special Event Staff	\$480.00
ATH - Electricity	\$25.00
Alcohol Permit - Picnic Shelters & SE	\$50.00
Shelter - Sound Amplification Permit	\$20.00
	\$833.00

### e) Payment Method

Rental Fees	Extra Fees	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$900.00	\$833.00	\$1,733.00	\$0.00	\$0.00	\$1,733.00	\$0.00

Balance of rental due and payable immediately.

### f) Other Information

Emergency Phone 334-2262, 233-5156 or 334-2240-option 2

Beer, Wine & Champagne NO - Alcohol Permit NOT Issued

Stage Light Permit NO - Stage Lighting Permit NOT Issued

Printed: 03 Mar 2015, 01:54 PM

User: aguilar

Special Events Rental

Contract Number: 354844 Reservation taken by: aguilar

Date: 12 Aug 2014 Status: Tentative

PLEASE READ THE ENTIRE CONTENTS OF THIS AGREEMENT BEFORE SIGNING, AS IT HAS A SIGNIFICANT EFFECT ON LEGAL RIGHTS. THIS AGREEMENT IS INTENDED TO PROTECT THE CITY FROM ALL LIABILITY RELATED TO USE OF A CITY OF RENO FACILITY.

In consideration of the City of Reno and its respective employees, officers, and affiliates (hereafter "City") allowing the use of its equipment and facilities ("City Facility"), the undersigned on behalf of myself, entity, group, and organization and their related invitees, guests, volunteers, heirs, assigns and representatives (hereafter collectively "Users") agree that:

- 1. Users shall abide by all applicable laws and the City of Reno Facility Use Rules, Regulations and Guidelines. Failure of any of the Users to comply with this provision may, in addition to other penalties or remedies provided by law, result in revocation of the right to use the City Facility and/or an order to vacate the facility, along with FORFEITURE of any and all feesand deposits.
- 2. Users assume all risks which may be associated with and/or result from use of a City Facility or Park and agrees to hold harmless, release, defend and indemnify, not excluding City's right to participate, from and against all liability, claims, actions, damages, losses and expenses, including but not limited to reasonable attorney's fees and costs arising out of or related to any loss, damage or injury, including death, associated with and/or resulting from use of a City Facility or Park. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.
- 3. Users agree to forever discharge and release City from any legal liability and agree not to sue City for such injuries or property damage caused by and/or resulting from use of a City Facility.
- 4. Users agree to reimburse City for any and all damages done to its property by any of the Users and related activities conducted at a City Facility except those directly and proximately caused as a result of an intentional or grossly negligent act of City.
- 5. Users agree to give City prompt and timely notice of any claims made or suit instituted which may directly or indirectly affect City.
- 6. Users agree that any and all disputes between Users and City arising from use of a City Facility and/or pertaining to this agreement, including any claims for personal injury or death, will be governed by the laws of the State of Nevada, and exclusive jurisdiction thereof will be in the State Court of the County of Washoe, State of Nevada.
- 7. In the event that any portion of this agreement is found to be unenforceable, the remaining terms and conditions shall be fully enforceable and shall be binding to the fullest extent permitted by law.
- 8. The undersigned certifies that he/she has authority to enter into this agreement on behalf of Users and is executing this agreement on Users' behalf.

### **SPECIAL EVENT - Park Rental Information**

- A. Summer Hours are: 10am 8pm (May through Labor Day) and Winter Hours are: 10am 6pm (September through April.
- B. Park areas are open on holidays. Regular rental rates apply.
- C. A Beer/Wine ONLY permit is required if any Beer/Wine (NO other type of alcohol is allowed) will be consumed at event.
- D. Requested dates are tentatively reserved. The completed contract must be signed and payment made within three business days from the date the reservation was made. If this is not completed, the tentative reservation will be canceled and the date/location will be made available to other users.
- E. GLASS bottles or beverage containers prohibited.
- F. Insurance may be required
- G. Bounce house requests will be reviewed on a case by case basis and allowed depending upon the park and date selected.
- H. Electricity, where available, is 110v/15amp, two 220v. Users may need to supply their own generator.
- 1. **Amplified Sound:** Per Reno Municipal Code 8.23.085: It shall be unlawful to use sound amplification devices or sound equipment in any parks and recreation facilities in excess of 50 decibels measured within 50 feet from the location of the sound amplification device or sound equipment, without first obtaining a permit in accordance with section 8.23.075. Even with a permit, sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Violation of this section is a misdemeanor. Amplified sound is permitted at parks with a Sound Amplification Permit. The Amplified Sound Permit must be in the possession of the person operating the sound amplification equipment and must be shown, upon demand to any member of the City of Reno Police and/or Parks & Recreation Department. The Amplified Sound Permit does not grant permission to disturb the peace or violate RMC 8.23.085.
- J. Shade canopies may be anchored by sand bags or water buckets only stakes are prohibited.
- K. Information and photographs of rentable shelters are available at www.cityofreno.com/com service/parks/picnicareas
- L. Violation of the permit and/or facility rules may result in closure of the event, loss of deposit, and/or additional fees.
- M. Restrictions On Use Without Permit: Persons using a facility which may be reserved by obtaining a permit, but who has not obtained one, shall vacate the area when the holders of a valid permit present themselves. When no permit has been issued, then the use of such areas shall be on a first come, first served basis consistent and compatible with their intended use.
- N. Park Refund Policy: If reservations are canceled at least 30 days prior to the scheduled event, a full refund less \$25 administrative fee will be given. There will be no refunds for reservations canceled with less than a 30 day notice.
- O. Special Event Load-in/Set up: The City of Reno parks, Recreation & Community Services Department enters into a binding and legal document through the reservation contract. This contract is signed by the event organizer or designee who is the

Contract Number: 354844 Reservation taken by: aguilar
Date: Status: Tentative

person who will be held responsible to meet the terms and conditions of the contract.

The set up time is included in the reservation and should set up begin before that time, the deposit will be forfeited. Please review the contracted times on the reservation - the event organizer, vendors and performers shall not be in the park until the time listed on the contract.

Start time, sometimes referred to as load-in, is the time specified in the contract for set up of an event. This includes delivery of supplies that will be set up in the venue for the event such as tents, canopies, chairs & tables, food, beverage, crafters, etc. It also includes the time that the organizer starts putting up banners, laying out the venue with seating or locations for booths.

Delivery of portable restrooms, temporary buildings or canopies and equipment such as pianos delivered to the stage area must be coordinated with the Recreation Supervisor at least 48 hours in advance in order to avoid additional fees.

A rehearsal fee is available for those events that need to practice the night before the event. This is booked through the reservation process and once again, the times are included as a part of the reservation contract.

The City's contracted House Technician and the event's Technical Manager may access the park prior to the contracted times if the technical needs of the event exceed the normal set up time for amphitheater lighting, sound and flooring. This must be approved by the Recreation Supervisor at least 48 hours in advance.

P. Audience members are not allowed on the stage.

X:	X:		
Michelle McHardy	Name:		
Pet Folio P.O. Box 8997 Reno NV 89507 USA	Title:		
Home: () Business: (775)827-2247 Fax: (775)	D /		
Date:	Date:		